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CCO P4400.2E  
4  
16 Jun 98

COMBAT CENTER ORDER P4400.2E

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE DIRECT SUPPORT STOCK CONTROL (SHORT  
TITLE: DSSC SOP)

Ref: (a) MCO P4400.76  
(b) MCO P4400.151A  
(c) MCO 4400.16

Encl: (1) LOCATOR SHEET

1. Purpose. To publish instructions and procedures contained in the references concerning the Combat Center Direct Support Stock Control (DSSC)
2. Cancellation. CCO P4400.2D.
3. Information. This Manual is an information and procedural guide for authorized customers to obtain required supply support from the DSSC.
4. Action. Commanding officers, department heads, and section heads will ensure their representatives become familiar and stay current with the contents of this Manual.
5. Summary of Revisions. This revision has been reformatted and contains a substantial number of changes and must be completely reviewed.
6. Recommendations. Recommendations concerning the contents of the Standing Operating Procedure for the Direct Support Stock Control are invited. Such recommendations will be forwarded to the OIC, DSSC via the appropriate chain of command.
7. Applicability. This Manual is applicable to all commands and organizations located or training at the Combat Center.
8. Certification. Reviewed and approved this date.

J. D. LENARD  
Chief of Staff

DISTRIBUTION: A-1

LOCATOR SHEET

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ENCLOSURE (1)

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

## DSSC SOP

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CHAPTER 1

INTRODUCTION

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## DSSC SOP

### CHAPTER 1

#### INTRODUCTION

1001. SCOPE. This Manual consists of policies, procedures, instructions, and guidance for the operation of the DSSC. It is intended as a manual for customers to use to obtain supply support.

1002. MISSION. The mission of the intermediate level base supply support function is to provide supply to all authorized customers. To accomplish this mission, the DSSC prepositions material at various retail issue points. In addition, supply support for items not stocked at the issue points can be provided to base units by the Customer Service Section upon request.

1003. SUPPORT CONCEPT. Any Combat Center unit, tenant unit, or unit aboard for training purposes may draw material from the DSSC issue points. Exceptions to this general policy include that issues to transient units must be authorized by the OIC, DSSC upon notification, the DSSC Customer Section will provide supply support to Combat Center units for material not stocked at the issue point or temporarily not in stock (NIS). The Fleet Marine Force (FMF) stationed at MCAGCC may submit open purchase requisitions to DSSC for technical research. (Instructions are located in Chapter 7.)

1004. ORGANIZATION OF THIS MANUAL. This Manual is organized to assist the customer in obtaining required support and does not necessarily reflect the internal organization of the DSSC. Each chapter represents the various sections and issue points that are involved in providing direct customer support.

1005. STOCK FUND. Material stocked material must receive at least 10 recurring demands in a twelve month period to qualify for continued stockage.

1007. ISSUE POINTS. There are two major issue points:

1. Retail Stores. (Combined Self Service and Shop Stores). The retail store stocks fast moving, low dollar value consumable supplies. The retail store issue point is authorized to stock:

(a) General housekeeping and administrative supplies.

(b) Maintenance material and repair parts for Facilities Maintenance/

(c) Lumber.

(d) Lube oil and petroleum products.

(e) Other items determined by DSSC for support of customers. Stockage of these items must meet the criteria in paragraph 1006 above.

2. Gas Station. The gas station stocks unleaded and diesel fuels.

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### CHAPTER 2

#### OPERATIONS SECTION

2001. RESPONSIBILITIES. The Operations Section is responsible for:

1. Accomplishing the administration function for DSSC.
2. Maintain all automated system for the DSSC update and reporting processes.
3. Insure the computer equipment within DSSC is operable condition.
4. Maintaining liaison with the Information System Support Branch to ensure proper operation of DSSC systems and to receive software to update all computers with the latest information. Provide security for all software.
5. Write programs to produce various management reports.
6. Prepare and distribute DSSC Credit Cards and Fuel Keys.

2002. DSSC CATALOGUES. The DSSC catalog is available on the Local Area Network (LAN). The catalog is in National Stock Number and alphabetical sequence. Customers desiring access to the catalog can contact the DSSC Operations Section.

2003. HAZARDOUS MATERIAL INFORMATION SYSTEM. This system is on the LAN and available for customers use. Customers will be able to produce Material Safety Data Sheets. Contact the Natural Resources and Environmental Affairs Directorate/

2004. DSSC RETAIL PURCHASES

1. Retail Store Credit cards and fuel keys will be requested by letter to the Officer in Charge, DSSC. Activities/ Units will submit their requests via their respective comptroller. The credit card/keys will be ready within three (3) working days after receipt of the request. The letter must include:

a. The units Activity Address Code/Unit Identification Code as listed in the Defense Activity Address Directory.

b. A Job Order Number (JON) (Marine Corps only). Other services will furnish a Fund Code. The fiscal year will be left blank on the credit cards so the card can be used from year to year if other changes are not required.

c. Person authorized to pick up the card/key.

d. Point of contact name and telephone number.

2. Lost credit cards/keys should be reported immediately to OIC , DSSC. Requests for replacement of these cards/keys will be in accordance with paragraph 2004.1 above. Damaged credit cards/keys will be replaced upon request. The damaged card must be presented to DSSC when the new one is made.

3. Units are responsible for the use of these cards/keys and that O&MMC funds are available to support purchases made with credit cards.

2005. O&M RECONCILIATION

1. A detailed receipt will be given to the customer for retail store purchases. No receipt for fuel will given and unit procedures must apply for tracking costs.



2. All purchases will be summarized when input into SABRS.
3. The DSSC fiscal listing will contain all detail and summary transactions and will greatly enhance reconciliation. Requests access to the DSSC Fiscal listing should be sent to DSSC Operations. With the Mainframe ID and name of person to be given access.
4. Additionally, requests for fuel detail reports can be obtained by a written request to DSSC Operations.

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CHAPTER 3

STOCK MANAGEMENT SECTION

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### CHAPTER 3

#### STOCK MANAGEMENT SECTION

3001. RESPONSIBILITIES. The stock Management Section is responsible for inventory management and control of all items stocked the DSSC Issue Points.

3002. STOCKAGE OF NEW ITEMS (ADDITIONAL TO STOCK). New items are added to an issue point inventory upon request/recommendation of customers. Criteria set forth in reference (b) and paragraph 1006 of this manual will apply. Customers will submit a "Request for Load/Delete" form to the OIC, DSSC. A sample of this form is shown in Appendix A. The OIC, DSSC will approve/ disapprove the request and notify the customer. Requisites for stockage will not normally be approved if the material will only be used by a single customer. Request forms are available at the Retail Store/Customer Service Office.

3003. DELETION OF MATERIAL FROM STOCK. Items will be deleted from inventory when DSSC receives notification from customers the item is no longer required. Material will also be deleted from inventory if sufficient usage is not maintained.

#### 3004. RETURN OF MATERIAL DRAWN FROM DSSC

1. Units may request that unused materiel drawn from the DSSC Issue Points be returned to stock. Acceptance of this material by material by the DSSC is based on anticipated demand and criteria set forth in the current edition of reference (b). Material to be returned must be in condition code A, unused and with the original packaging intact. Units desiring to return material to stock will submit a written request to the OIC, DSSC. The letter must include the following information:

- a. Reason for the return.
- b. A copy of the sales listing received when the item was purchased.
- c. Request letter must contain RUC and JON of the unit.

2. After required research, the letter will be endorsed indicating whether the material will be accepted for return and whether credit will be given. Units will comply with the instructions in the endorsement.

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CHAPTER 4

STORES/FISCAL SECTION

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CHAPTER 4

STORES/FISCAL SECTION

4001. RESPONSIBILITIES. Stores/Fiscal Section is responsible for:

1. Preparation and submission of the Stock Fund budget and special funding requests to Headquarters Marine Corps.
2. Daily monitoring/auditing of obligation and receipt transactions processed by the item managers and ensuring any needed corrections are made and reflected in reports to higher headquarters.
3. Reporting issue (sales) transactions to appropriate Comptrollers and ensuring these reports are accurate.
4. Preparation and submission of reports for submission to the MCLB Albany, and Headquarters Marine Corps reflecting all DSSC financial transactions.
5. Researching and correcting the unmatched payments and receipts records received from Albany and coordinating their completion with the Comptroller and Disbursing.
6. Management of stock fund ledgers for six separate retail stock accounts, and preparation of the status of funds report.
7. Monthly reconciliation of the trial balance report and the DSSC transaction registers against MCLB Albany's Stores financial reports (General Ledgers).
8. Maintaining records of inventory values, sales, and obligations.
9. Maintaining a file on the number of items Not In Stock (NIS).
10. Management of the Material Returns Program.
11. Maintain records for the Inventory Reduction Plan.
12. Conducts reconciliation of Stock Fund allotment with the comptroller.
13. Performs financial functions for O&MMC accounting for DSSC.

4002. REQUESTS THE BILLING ADJUSTMENTS. Requests for billing adjustments will be reported to the Stores/Fiscal Section. The problem(s) will be researched and appropriate action initiated.

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CHAPTER 5

DSSC RETAIL STORES

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### CHAPTER 5

#### DSSC RETAIL STORES

5001. RETAIL STORE PROCEDURES. The Retail Store stocks high volume, low value expendable supplies required by customers in their day-to-day operation. All items stocked are listed in the Catalogue. The Retail Store is located at building 1102 and the normal hours of operation are 0730-1430, Monday through Friday (excluding holidays). The following procedures apply to the operation of the store:

1. All customers must have a MCAGCC DSSC credit card before they can obtain assets from the Retail Store Issue Point. This credit card is the only authorization required to shop at the Retail Store.
2. Upon entering the store, customers must present a Combat Center DSSC credit card. No more than two customers per credit card will be allowed in the store. Personnel without a Combat Center DSSC credit card will be referred to the officer in charge, DSSC in building 1527.
3. DSSC personnel will assist customers in locating material and transporting bulk issues to the loading dock.
4. At the point of sale, the customers will be provided a listing of all material procured at the Retail Store.

5002. CONTROLLED FORMS. Certain forms are sensitive and special procedures apply to the issue of these items. These forms are identified as "CONTROLLED" in the DSSC catalogue.

1. Commanding Officers of U.S. Naval Hospital, 23rd Dental Company, Regiments, Battalions, Reserve Support Unit, separate tenant organizations, MCAGCC Supply Officer and the MCAGCC Personnel Officer must be on file at DSSC with a sample signature of the authorizing official before controlled forms will be issued. This letter should contain the name, rank, Social Security Number and a sample signature.
2. Customers must present a request authorizing an individual to pick the forms to ensure the individual has been authorized to received the forms.
3. DSSC personnel and the customer will count the controlled forms and verify serial numbers, if applicable, prior to the individual signing for the forms.
4. At the point of sale, the customers will be provided a listing of all material procured at the Retail Store.

5002. CONTROLLED FORMS. Certain forms are sensitive and special procedures apply to the issue of these items. These forms are identified as "CONTROLLED" in the DSSC catalogue.

1. Commanding officers of U. S. Naval Hospital, 23rd Dental Company, Regiments, Battalions, Reserve Support Unit, separate tenant organization, MCAGCC Supply Officer and the MCAGCC Personnel Officer must authorize the issue of controlled blank form or they may designate a commissioned or warrant officer this responsibility. In either case a letter must be on file at DSSC with a sample signature of the authorizing official before controlled forms will be issued. This letter should contain the name, rank, Social Security Number and a sample signature.
2. Customers must present a request authoring an individual to pick the form/s up. The request will be prepared as shown in Appendix B. Improperly prepared requests or those with pen changes will be rejected.

3. DSSC personnel will verify the request and the individual's identification card to ensure the individual has been authorized to receive the forms.

4. DSSC personnel and the customer will count the controlled forms and verify serial number, if applicable, prior to the individual signing for the forms.

5003. DSSC CATALOGUE. All items stocked in the Retail Store are listed in the DSSC Catalogue. The catalogue has two parts: alphabetical sequence and NSN sequence. The catalogue is available on the Local Area Network. Units desiring access to the catalogue should contact the DSSC Operations Section, building 1102, at extension 4475.

5004. REGISTERING USAGE. When stocked items are temporarily NIS, customers are encouraged to contact the DSSC Retail Store personnel to have the demands registered against the data base. This will increase stock levels and promote an improved inventory position in the future.

5005. CONTROLLED ITEMS. Certain highly pilferable items are maintained behind the sales counter. DSSC personnel will assist with the sale of these items.

5006. ITEMS NOT IN STOCK (NIS) OR LARGE REQUIREMENTS FOR STOCKED MATERIAL. If an item is NIS or a Center actively has large requirements for a stocked item, the activity can submit a requisition to the DSSC Customer Service Section. Marine Corps Communication-Electronics School (MCCES) and the FMF units will submit their requisitions to their normal source of supply.

5007. BOTTLED GASES. Bottled gas issues are conducted on a direct exchange basis. Customers must bring an empty cylinder of the same type and size being requested. The empty cylinder must be tagged with the unit identification and gas type. The tag should be placed near the top of the cylinder near the cap. All cylinders must have a cap. Temporary loan of cylinders will not normally be made. If a temporary loan is needed contact the OIC DSSC.

5008. SAFETY SHOES. The Retail Store stocks certain sizes of system safety boots. Requirements will normally be satisfied with system boot. Certain jobs require special shoes/boots through their normal supply channels. Commanders, Officers in requisitioned. Non-system type safety footwear will require justification. For those base activities non-stocked safety footwear will be ordered per instructions in Chapter 7 of this order. MCCES and FMF units will submit requisitions through their normal supply channels.

5009. TONER CARTRIDGES. DSSC will recycle all used toner cartridges whether it is purchased from the DSSC or not. These cartridges must be placed in the original or replacement packaging box and turned in to DSSC Retail Store. All toner cartridges which are not turned in for recycling must be turned in to the Hazardous Waste Accumulation Area (HWAA).



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CHAPTER 6

FUEL

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### CHAPTER 6

#### FUEL

6001. FUEL SUPPORT. The DSSC operates the Fuel Issue Point, at building 1138, for military vehicles and civilian vehicles leased by the government. The issue point provides administrative support (receiving, testing, delivering and issuing) for other bulk fuel storage sites aboard the Combat Center except for aviation fuel. These bulk fuel storage sites include those established as part of the CAX Program and other field exercises.

6002. FUEL ISSUE POINTS. The DSSC Fuel Issue Point stocks unleaded gasoline and DL-2 diesel fuel only and is a Self Service operated station. Spills resulting from fuel dispensed into vehicle/containers will be cleaned up by the vehicle operator. The issue point is open seven days a week, 24 hours a day, except for the following:

- a. Holidays closed 1 hour for each meal.
- b. With special permission the station will be closed for Thanksgiving and Christmas.

#### 6003. FUEL ISSUE PROCEDURES

1. Credit Cards and Fuel Keys. Credit Cards and Fuel Keys will be requested per paragraph 2004.1 of this Manual. Lost and damaged credit cards and fuel keys will be reported per paragraph 2004.2 of this Manual.

#### 2. Procedures

a. Customers must present a valid DSSC fuel key to pump their own fuel, except for bulk fuel. They will not be issued a receipt.

b. Off base Marine units that have a credit card from another DSSC, where the Reporting Unit Code and Job Order Number is imprinted, will be issued fuel. Customers without this information will be referred to DSSC Operations (Ext. 4475) during normal working hours. Any emergencies not addressed above will be handled by the Combat Center Duty Officer contacting appropriate DSSC personnel utilizing the recall roster. These customers will be referred to the Exchange gas station or to a civilian station in town. After hour issue to customers without a valid credit card as started above will not be made without prior authorization to the DSSC Duty NCO, the DSSC Storage Officer/Chief or the OIC, DSSC.

c. Any unit that is planning to send refuelers to the DSSC gas station needs to contact the Fuel Manager (Ext 6537) or Customer Service Supervisor (ex 5375) at least three work days prior to the proposed day of bulk pick up. Requests are to include the date of pick up, approximate number of gallons, approximate time of pick up as well as a point of contact and phone number.

d. Each issue of bulk fuel and off base issues will be recorded on a DSSC fuel issue ticket as shown in Appendix C. The customer must sign the issue ticket listing name, rank, unit, SSN, and phone number. The customer may record the odometer reading on the issue ticket in the block labeled "OTHERS". A copy of the completed ticket will be given to the customer at the time of issue.

e. Unleaded gasoline must be dispensed using a VAPER RECOVERY SYSTEM to prohibit ozone depleting substances from entering the atmosphere. Therefore, refuelers not equipped with this system will not have unleaded fuel dispensed to them. DSSC has authorization to fill four (4) five gallon cans per vehicle.

f. All Diesel Fuel dispensed into refuelers and pods must be bottom loaded. DSSC is authorized to fill four (4) five gallon fuel cans per vehicle. Fifty-five gallon drums cannot be filled.

g. Once fuel is dispensed into a refueler or fuel storage tank the DSSC will not accept return of the fuel.

6004. BULK FUEL SUPPORT.

1. Annual Requirements. Upon receipt of the DLA contract solicitation, the DSSC will contact activities aboard MCAGCC with bulk fuel storage capability to obtain their estimated annual requirements.
2. Delivery Requests. Requests for delivery for delivery of fuel will be submitted, in writing, to the OIC, DSSC at least three working days prior to the requested delivery date.
3. Field Fuel Support. Planning for fuel support will be in accordance with applicable orders, directives and letter of instruction. The DSSC will contract for all fuel at the Exercise Support Base. The exercise combat service support element will staff and operate the fuel point. Replenishment deliveries will be as Unit is recommended to ensure an adequate supply of fuel is available for the excluding holidays. It is suggested that storage tanks be set up and equipment operating prior to the delivery of fuel.

6005. TESTING OF FUEL. Testing of fuel will be accomplished the DSSC gas station. The following action will be taken when fuel deliveries arrive form the vendor:

1. One quart of fuel will have taken form the vendor's truck. After the below tests are completed, the sample will be retained for a period of two weeks. After this period the sample will then be poured into the appropriate tank. Tests include:

- a. API/GRAVITY
- b. Water
- c. Viscosity.
- d. Sediment
- e. Color check: must be clear.

2. A label will be placed on the bottle containing the fuel samples taken. The label will contain the following information:

- a. Type of fuel.
- b. Delivery Order number.
- c. Date and time delivery
- d. Delivery vehicle number.
- e. Name of driver.
- f. DSSC storage tank number the fuel was placed into.

3. The following will be accomplished if the fuel does not conform to the above testing requirements:

- a. The fuel will not be placed into storage tanks or delivered to other units.
- b. Notify the OIC, DSSC, (ext 536 7) and the Storage Officer/Chief (ext 7265/6317). If these points of contact are not available notify the Head, Supply Division (ext 5382).
- c. Take four gallon samples. Two will be required for testing and two will be retained for the vendor.
- d. The load of fuel will be rejected and samples sent out for testing.

6006. DELIVERY OF FUEL. After testing is completed the unit will be notified that the delivery is underway. Request the unit have personnel available to accept the government. The combat center has one and half hours free time from the time the vehicle enters the main gate until the fuel is unloaded and the vehicle departs the main gate. The government is charged for all additional time. These costs will be maintained for all fuels received. The delivery ticket will be annotated where the fuel was delivered and will be signed by a unit representative.

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CUSTOMER SERVICE SECTION

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CHAPTER 7

CUSTOMER SERVICE SECTION

7001. RESPONSIBILITIES. The combat Service Section provides required administrative supply support for all Combat Center units less the Fleet Marine Force (see paragraph 6006) and MCCES. Requisitions for material not stocked at a DSSC issue point or not available to satisfy customer needs, will be submitted to the Customer Service Section. Requisitions for services, magazine or periodical subscriptions directly to the Purchasing and Contracting Branch.

7002. AUTHORIZATION. Customer must provide a letter of authorization to approve requisitions, as shown in APPENDIX D. (Not applicable to FMF organizations).

7003. DOCUMENT PRIORITIZATION. It is the responsibility of the customer to ensure that priorities of requisitions are in accordance with reference (a). Commanding Officers, section heads, Officers-in-Charge, and all fund administrators whose activities use the Customer Service Section should familiarize themselves with that order.

7004. REQUISITION FORMAT. Requisitions for material (system and nonsystem) will be formatted as shown in Appendix E ( on local form 29p-4235,6), DSSC Customer Service Requisition document) nor applicable to the FMF), One original copy for each requisition is required. These forms are available at the DSSC Retail Store Customers may also use computer generated like form.

7005. TECHNICAL RESEARCH SERVICES. All customer requisitions will undergo a technical research screening. MCCES will provide their own technical research through their respective supply systems. DSSC will assist the MCCES in emergencies if time and reference sources are available. FMF units be provided research on open purchase documents.

7006. REQUISITION MANAGEMENT. In addition to submitting requisitions to the source of supply, the Customer Service Section will maintain records, manage all outstanding customer requisitions and provide the following services:

1. Forward all customer financial obligations to the appropriate Comptroller.
2. Submit timely follow-up documents to the supply source.
3. Process all status documents against the appropriate system files. Reconciliation will be conducted with customers as required.
4. Conduct a quarterly back order validation with all customers to ensure documents are valid and that the materiel is still required. Validation instructions will be provided with each validation listing.
5. Process all receipt transactions.

7007. RECEIVING PROCEDURES. Each customer will pick up and receipt for their material at the Incoming Freight Branch of the MCAGCC Traffic Management Branch (TMO).

7008. DISCREPANCIES IN SHIPMENT. Discrepancies in shipment will be processed by the DSSC Customer Service Section as a service to the customer. The customer will retain the material and report the discrepancy to DSSC. Disposition of the material will be furnished when received from the Source of Supply. Credit to the customer's account will be authorized in accordance with final action on the report of the discrepancy. NEITHER THE DSSC NOR THE MARINE CORPS STOCK FUND WILL BE RESPONSIBLE FOR THE COST OF DISCREPANCIES IN SHIPMENT.

7009. COMPLETION OF DOCUMENTS. The Customer Service Section will process all receipts and cancellations to complete outstanding customer documents.

7010. BILLS MATERIEL

1. Definition. A Bill of Material (BOM) is an assembly of assets that are obtained for a scheduled project or exercise. DSSC will submit requisitions, receive and stage the BOM material. BOM's will only be processed for Facilities Maintenance, the CAX's and other field training exercises conducted at Camp Wilson (i.e., Desert Firex, Gallant Eagle, etc.)

a. Facilities Maintenance BOM's. Facilities Maintenance BOM'S will be processed as follows:

(1) Format. Requirements for a BOM will be submitted on a NAVFAC 9.11014/8, Materiel Requirements/Issue Document.

(2) Leadtime and Priority. Since BOM's are established for planned requirements, a minimum of 60 days lead time will be cited for each BOM. That is the required delivery date will be at least 60 days after the date of receipt by DSSC.

(3) Administrative Action. The customer Service Section will assign each BOM a five digit BOM number for identification purposes. Each item will be forwarded to the appropriate source of supply consistent with applicable orders and directives, based upon the assigned priority. The Customer Service Section will manage all outstanding requisitions. Upon completion of a BOM facilities Maintenance will be notified to pick the assembled BOM up.

(4) Receipt of Material. DSSC will pick up and pre-stage the material. facilities Maintenance will be notified to come to the BOM storage area in building 1102 to identify the material and determine if it is the correct items. This service must be accomplished within twenty-four (24) hours.

(5) Storage Section Action. On hand DSSC material will be pulled, segregated, assembled and stored by the BOM Storage Section.

(6) Inspection of Material. The Customer will inspect all material requisitioned for a BOM upon receipt of the material by DSSC. Upon customer confirmation, the BOM Storage Section will receive and store the material.

(7) Issue to Customer.

(a) Completion of the BOM. BOM's are issued to the customer only when 100% complete. Authorization to draw an impolite BOM must be obtained from the OIC, DSSC. When an impolite BOM is issued, the DSSC will manage the remaining outstanding requisition as single line item requisitions and receipts will be issued directly to Facilities Maintenance.

(b) Inventory. When a BOM is to be issued, it will be inventoried jointly and the customer will sign for each item received.

(c) Authorization to Receipt for Material. Letters of authorization, as shown in Appendix F, must be on file at the DSSC BOM Storage Section. Individuals reciting for material must be listed on the authorization letter.

b. COMBINED ARMS/TRAINING EXERCISE (CAX) BOMS. CAX BOM's will be processed as follows:

(1) Upon notification of an exercise DSSC will forward an E-Mail message with a format BOM will be submitted in. If the organization conducting the exercise has a data based program, that program, can be used as long as it has the same information. Non-system items will be submitted with complete nomenclature and applicable part number. DO NOT USE PREASSIGNED LOCAL STOCK NUMBER FORM ANOTHER BASE.

(2) The BOM requirements must be submitted to MCAGCC DSSC sixty (60) days in advance of the required pick up date. Requirements will be for all elements of the exercise. Once requirements are submitted, changes or additional requirements will not be accepted if the time frame is less than thirty (30) days until the pick up date. Changes must be in writing and submitted to the OIC, DSSC.

(3) Food requirements will be submitted to the MCAGCC Food Service Office.

(4) Total fuel requirements will be sent the Fuel Item Manager. An Initial deliver date and quantities will be furnished and replenishment deliveries will be in accordance with Chapter 6. Fuel must be ordered in increments of 7500 gallons for Diesel and 8800 gallons of unleaded. No more two deliveries a day will be delivered.

(5) A reimbursable work request NAVCOMP 2275 must be on hand at the MCAGCC Comptroller prior to DSSC processing the BOM. If units desire direct cite of funds, contact the OIC, DSSC , DSN 957-5267.

(6) A letter will be furnished to the OIC, DSSC with the following:

(a) Name of exercise

(b) Dates of exercise

(c) Supply point of contact with DSN, FAX AND E-MAIL identification.

(d) Letter of authorization of who can inventory and pick up the BOM.  
(See Appendix F).

(e) Letter of authorization listing who can pick up fuel credit cards and who can shop at Retail Store.

(7) Pick up dates will be Monday through Thursday from 0730 to 1500. Inventory dates will be prior during the same hours. Transportation is the responsibility of the exercise supply supporting element. Due to limited space all material will be transported to the training area and issued to elements from there.

(8) If cancellation of requisitions is desired the supply supporting element must request cancellation in writing. DSSC will submit the cancellation to the supply source. If the supply source cannot cancel the document the unit will be notified.

(9) The DSSC Bom Storage Section will receive, inspect and stage the material. The material will only be issued to authorized personnel.

(10) Updated status reports will be furnished to the requesting activity on a periodic basis or as required by unit.



(11) Turn in of excess material will be in accordance with Chapter 3 of this manual. Bulk fuel will not be accepted for turn.

DSSC SOP

APPENDIX A

REQUEST FOR LOAD DELETE

**TO BE ADDED LATER**

DSSC SOP

APPENDIX B

FORMAT FOR REQUISITIONING CONTROLLED FORMS  
(SAMPLE)

UNIT HEADING

4400  
21/DSSC  
DATE

From: Commanding Officer or Authorized Official  
To: Storage Officer, Direct Support Stock Control

Subj: REQUEST FOR CONTROLLED FORM/S

Ref: (a) CCO P4400.2D

1. Per the reference, the below individual is authorized to pick up the controlled forms listed in paragraph 2.

<u>NAME</u>	<u>RANK</u>	<u>SOCIAL SECURITY NUMBER</u>	<u>SIGNATURE</u>
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2. The form/s requested are:

<u>STOCK NUMBER</u>	<u>U/I</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>
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s/\_\_\_\_\_  
Authorized Official

DSSC SOP

APPENDIX C

DSSC FUEL ISSUE TICKET

**TO BE ADDED LATER**

DSSC SOP

APPENDIX D

PERSONNEL AUTHORIZED TO APPROVE REQUISITIONS  
(SAMPLE)

UNIT HEADING

4400  
21/DSSC  
DATE

From: (Commanding Officer or Authorized Official)  
To: Officer in Charge, DSSC

Subj: PERSONNEL AUTHORIZED TO APPROVE REQUISITIONS

Ref: (a) CCO P4400.2D

1. Per the reference, the following personnel are authorized to sign requisitions  
for RUC\_\_\_\_\_

NAME

SIGNATURE

PRIORITIES 3 and 7

PRIORITIES 9 and 14

s/\_\_\_\_\_  
AUTHORIZED Official

# DSSC SOP

## APPENDIX E

### 1. INSTRUCTIONS FOR COMPLETING REQUISITION FORM:

SECTION A- COMPLETE ALL KNOWN INFORMATION

SECTION B- COMPLETE ALL KNOWN INFORMATION FOR LOCAL ITEM AND THE DESCRIPTION FOR  
EITHER SYSTEM OR LOCAL ITEM

SECTION C-

<u>ITEM</u>	<u>BLOCK</u>	<u>INSTRUCTIONS</u>
NSN/LSN	5-17	ENTER THE APPROPRIATE NSN/LSN IF KNOWN OTHERWISE LEAVE BLANK
QUANTITY	18-22	QUANTITY OF ITEM REQUIRED. ZERO LEFT FILL.
CUSTOMER'S AAC/RUC	23-28	ENTER YOUR RUC.
SSC	29	LEAVE BLANK.
DOCUMENT NUMBER	30-35	ENTER YOUR RUC/AAC/UIC.
	36-39	ENTER JULIAN DATE
	40-43	SERIAL NUMBER
DC	44	LEAVE BLANK
SSRIC	45-47	LEAVE BLANK
U/I	48-49	UNIT OF ISSUE ITEM
RDD	50-53	JULIAN DATE WHEN YOU NEED THE MATERIAL
ADV	56-57	ENTER ADVICE CODE IF KNOWN. OTHERWISE LEAVE BLANK.
UNIT PRICE ZERO LEFT FILL	58-63	UNIT COST OF ITEM IF KNOWN OR AN ESTIMATED COST.
SAC	64	LEAVE BLANK
MEC	65-66	LEAVE BLANK
JOB ORDER NUMBER	67-80	APPROPRIATE JON.

DSSC SOP

APPENDIX F

PERSONNEL AUTHORIZED TO PICK UP FACILITIES MAINTENANCE EXERCISE BOM MATERIAL  
(SAMPLE)

UNIT HEADING

4400  
21/DSSC  
DATE

From: (Authorized Official)  
To: Officer-in-Charger, DSSC

Subj: PERSONNEL AUTHORIZED TO PICK UP MATERIAL

Ref: (a) CCO P4400.2E

1. Per the reference, the following personnel are authorized to pick up material  
for \_\_\_\_\_.

NAME

RANK/GRADE

SIGNATURE

s/\_\_\_\_\_  
(Authorized Official)